



## **Assistant Cook \* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking an Assistant Cook in Callicoon, NY.

The Assistant Cook position is responsible for assisting in the preparation of food and beverages for consumption by students.

Assists in kitchen clean-up to facilitate sanitizing of all food service areas.

**Responsibilities;**

Assists in the preparation and presentation of quality food.

Renders good customer service skills and engages young adults.

Assists in kitchen clean-up, washing dishes, cleaning and sanitizing the food preparation area to ensure sanitation and cleanliness of all food service areas.

Transports finished meals from preparation area to serving line. Keeps serving counters stocked with prepared food.

Produces quality work/assignments in a thorough, timely and accurate manner.

Maintains appropriate personal attendance, accountability and work productivity standards.

Plans, prioritizes and organizes assignments to meet established goals and deadlines.

Understands and applies job knowledge to effectively complete all required job responsibilities.

Mentors, monitors and models the Career Success Standards as required by the PRH.

Provides high-quality supervision and management for the student population.

Takes swift and appropriate action and positively influences student behavior.

Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides quality services for students and ensures that quality is maintained and student needs are met.

Pursues improvement and enhancement of requisite services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions. Follows up to ensure

prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other departments and positions.

May provide supervision and training to Job Corps Work-Based Learning students assigned to the department.

Other duties as assigned.

**Requirements:**

High School Diploma/GED,

Prefer previous experience, must be able to obtain ServSafe credentials

Reference Check

Drug Screening

Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

**Skills Required:**

Kitchen Supervision

Food Preparation

Food Safety

Menu Compliance

**Shift, Salary, and Benefits:** This is a full-time position, Tues - Fri 10:00am - 7:00pm, Sat 9:30am - 6:30pm, \$18.61 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto:godchaux.hope@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.